



ATAR course examination, 2021

Question/Answer booklet

CAREER AND ENTERPRISE

Please place your student identification label in this box

WA student number: In figures

--	--	--	--	--	--	--	--

In words

Time allowed for this paper

Reading time before commencing work: ten minutes

Working time: three hours

Materials required/recommended for this paper

To be provided by the supervisor

This Question/Answer booklet

Number of additional
answer booklets used
(if applicable):

To be provided by the candidate

Standard items: pens (blue/black preferred), pencils (including coloured), sharpener,
correction fluid/tape, eraser, ruler, highlighters

Special items: nil

Important note to candidates

No other items may be taken into the examination room. It is **your** responsibility to ensure that you do not have any unauthorised material. If you have any unauthorised material with you, hand it to the supervisor **before** reading any further.

Structure of this paper

Section	Number of questions available	Number of questions to be answered	Suggested working time (minutes)	Marks available	Percentage of examination
Section One Short answer	6	6	100	118	60
Section Two Extended answer	3	2	80	60	40
				Total	100

Instructions to candidates

- The rules for the conduct of the Western Australian external examinations are detailed in the *Year 12 Information Handbook 2021: Part II Examinations*. Sitting this examination implies that you agree to abide by these rules.
- Write your answers in this Question/Answer booklet.
- Answer the questions according to the following instructions.

Section One: Answer all questions.

Section Two: Answer two questions from a choice of three.
- You must be careful to confine your answers to the specific questions asked and to follow any instructions that are specific to a particular question.
- Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Section One: Short answer**60% (118 Marks)**

This section has **six** questions. Answer **all** questions. Write your answers in the spaces provided.

Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Suggested working time: 100 minutes.

Question 1**(10 marks)**

- (a) (i) Define the concepts of 'continual personal learning' and 'continual professional learning'. (4 marks)

Continual personal learning: _____

Continual professional learning: _____

- (ii) List **two** relevant examples for each of the concepts from part (a)(i). (4 marks)

Continual personal learning

One: _____

Two: _____

Continual professional learning

One: _____

Two: _____

Question 1 (continued)

- (b) Describe a future learning option for your own personal and/or professional development. (2 marks)

Question 2

(28 marks)

- (a) Outline **two** strategies an employer might use to assist employees to adapt to working in a diverse workplace. (4 marks)

One: _____

Two: _____

- (b) Explain **two** specific examples of the need to accept diversity in the workplace. (6 marks)

One: _____

Two: _____

Question 2 (continued)

The following three processes are used in performance management by employers:

- rating scales
- management by objectives
- 360 degree feedback.

(c) Outline **one** advantage and **one** disadvantage of the three processes used in performance management by employers. (12 marks)

Rating scales

Advantage: _____

Disadvantage: _____

Management by objectives

Advantage: _____

Disadvantage: _____

360 degree feedback

Advantage: _____

Disadvantage: _____

- (d) Explain **two** methods, other than performance management, used to monitor and improve workplace performance. (6 marks)

One: _____

Two: _____

Question 3

(10 marks)

(a) Explain **two** factors to consider when working overseas.

(6 marks)

One: _____

Two: _____

(b) Outline **two** opportunities for an individual's career development that can be created by changes in their workplace.

(4 marks)

One: _____

Two: _____

Question 4**(26 marks)**

- (a) State **four** factors that might influence or cause changes in the workplace and outline **one** example of each. (12 marks)

One: _____

Example: _____

Two: _____

Example: _____

Three: _____

Example: _____

Four: _____

Example: _____

Question 4 (continued)

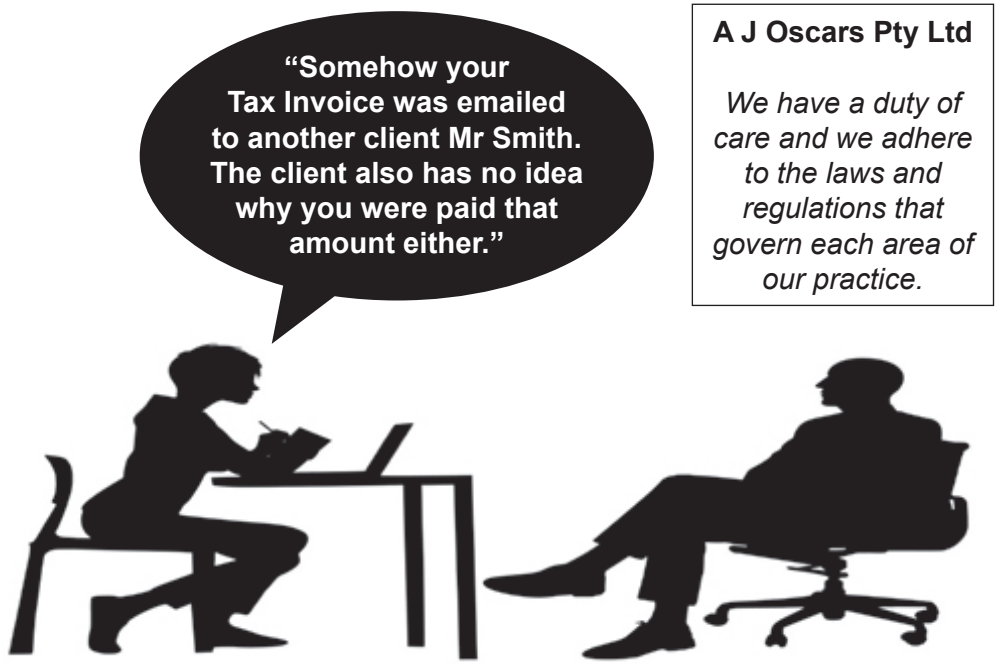
- (b) Outline **four** reasons why research and product development are important in assisting businesses to remain competitive in a global economy. (8 marks)

One: _____

Two: _____

Three: _____

Four: _____



The cartoon above suggests the effect of the incorrect handling of information in the workplace.

(c) (i) Describe the message the cartoonist is portraying. (2 marks)

(ii) Define the **two** concepts:
• the legal management of information within a workplace
• the ethical management of information within a workplace. (4 marks)

Legal management of information: _____

Ethical management of information: _____

Question 5

(22 marks)

(a) Define the following concepts:

- self-understanding
- personal attributes
- self-marketing.

(6 marks)

Self-understanding: _____

Personal attributes: _____

Self-marketing: _____

(b) Outline **two** reasons why the concepts of self-understanding, personal attributes and self-marketing are seen as being interrelated elements of career development. (4 marks)

One: _____

Two: _____

During your working life, there will be times when you will be faced with making career decisions. These may include deciding whether to go to university, undertake a specialised course or remain in the same job for a long period of time.

- (c) Using a decision-making tool you have studied, justify a decision you could make in relation to undertaking future training. (4 marks)

Decision-making tool: _____

- (d) (i) Choose a specific decision-making tool you have studied and describe **two** advantages of using the tool when making an important career decision. (4 marks)

Decision-making tool: _____

One: _____

Two: _____

- (ii) Choose a specific decision-making tool you have studied and describe **two** disadvantages of using this tool when making an important career decision. (4 marks)

Decision-making tool: _____

One: _____

Two: _____

Question 6

(22 marks)

- (a) Describe the **five** life and career development stages of Super's Lifespan Developmental Theory (1957). (10 marks)

Stage one: _____

Stage two: _____

Stage three: _____

Stage four: _____

Stage five: _____

- (b) Outline the **four** main features of planned happenstance, based on Mitchell (2003). (8 marks)

One: _____

Two: _____

Three: _____

Four: _____

- (c) Describe **two** differences between traditional and contemporary career development theories. (4 marks)

One: _____

Two: _____

End of Section One

See next page

Section Two: Extended answer**40% (60 Marks)**

This section contains **three** questions. You must answer **two** questions.

Indicate the **two** questions you will answer by ticking the box next to the question.

Write your answers on the lined pages that follow Question 9.

Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Suggested working time: 80 minutes.

 Question 7 **(30 marks)**

- (a) Define the concept of 'corporate and social responsibility' (CSR) and discuss the impact of CSR on employees and communities. Use examples to support your response. (10 marks)
- (b) Discuss the impact of organised restructuring on workplace culture and on industries as a whole. (8 marks)
- (c) There are a number of social justice, financial, cultural and ethical issues associated with global businesses. Discuss **three** such issues you have studied this year. (12 marks)

 Question 8 **(30 marks)**

- (a) Analyse **one** challenge created by globalisation for individuals and **one** opportunity created by globalisation for organisations. (8 marks)
- (b) Define the concept of a 'culture of continuous improvement' and discuss **two** ways in which the contribution of such a culture might enhance the competitiveness of a business in the global marketplace. (12 marks)
- (c) Discuss the need to adapt individual and business practices to work efficiently in a digital workplace. (10 marks)

Question 9**(30 marks)**

- (a) Describe **two** predicted global trends and analyse how these trends could affect your individual career planning. (12 marks)
- (b) Discuss, using **two** different organisational structures, how each structure might have an impact on your future career development. (10 marks)
- (c) Discuss **one** consideration to take into account in changing jobs successfully and **one** consideration in dealing with unemployment. (8 marks)

End of questions

ACKNOWLEDGEMENTS

Question 4(c) Hassan, M. (2018). [Image of woman sitting at desk with laptop opposite a seated man, both in silhouette]. (2018). Retrieved April, 2021, from <https://pxhere.com/en/photo/1447533>
Used under a Creative Commons CCO licence.

This document – apart from any third party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that it is not changed and that the School Curriculum and Standards Authority is acknowledged as the copyright owner, and that the Authority's moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the School Curriculum and Standards Authority. Copying or communication of any third party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the Creative Commons [Attribution 4.0 International \(CC BY\)](https://creativecommons.org/licenses/by/4.0/) licence.

An *Acknowledgements variation* document is available on the Authority website.

*Published by the School Curriculum and Standards Authority of Western Australia
303 Sevenoaks Street
CANNINGTON WA 6107*